



March 6, 2019

Mr. Robert Rivera  
Public Works Director  
City of New Port Richey  
6132 Pine Hill Road  
Port Richey, Florida 34668

**RE: 2019/2020 STREET PROGRAM  
TASK ORDER NO. 5565-043**

Dear Mr. Rivera:

Pursuant to your request, attached is our proposed scope of services to provide the City with the professional engineering services for the 2019/2020 Street Program. This scope is based on the experience gained from the prior street assessment projects that Genesis | Halff assisted the City with. More specifically, the methodology is based on milling all of the streets in order to eliminate potential impacts to existing drainage patterns as well as minimizing manhole and valve cover adjustments. Attached please find Attachment "A" – Scope of Services and Attachment "B" – Compensation.

In accordance with our current Contract and upon final Task Order authorization by the City Council, we are prepared to commence this work immediately. Thank you for the opportunity to be of service to the City of New Port Richey.

At your service,

GENESIS | HALFF

A handwritten signature in black ink, appearing to read "D. Fleeman".

David B. Fleeman, P.E., LEED® AP

## ATTACHMENT A

### SCOPE OF SERVICES NEW PORT RICHEY 2019/2020 STREET PROGRAM

- I. Base Drawing Preparation – The CONSULTANT will utilize publicly available Geographic Information System (GIS) resources to develop an aerial based ‘base’ drawing file. Genesis | Halff staff will then walk the right-of-way corridors with the base drawings, making notations of damaged pavement areas, measuring key elements (i.e. lengths of areas requiring patching, etc.), and supplementing the plans with pertinent field observations.
- II. Resurfacing Construction Plans – The streets to be resurfaced (Table 1) may include two (2) types of construction:
  - A. Mill the existing pavement surface and replace with new asphaltic concrete surface course on the existing base course.
  - B. Mill the existing pavement surface and remove/replace deteriorated patched areas (replace damaged base and asphalt up to the milled surface) before overlaying entire street section with asphaltic concrete surface course.

Construction plans for street to be resurfaced will include a location map/plan view, typical sections, and standard details. Includes meetings with City staff as requested.

- III. Bidding Assistance – Prepare construction contract documents (plans and specifications) and addenda for issuance by the CITY and provide bidding assistance as needed by City staff. Furnish one (1) set of contract documents to the CITY for its use during the bidding process.

The CITY will distribute all construction documents and addenda, and maintain an up-to-date Bid Document Register.

Attend a Pre-Bid Conference at the CITY’s office. Provide clarifications of the drawings and specifications during the bidding process as necessary.

The CONSULTANT will utilize bid tabulation forms and construction bid proposals submitted to the CITY to prepare an ‘evaluation of bidders’. Based on the ‘evaluation of bidders’ findings, the CONSULTANT will submit a recommendation of bidder ranking to the CITY.

- IV. Construction Contract Administrative Support Services – Attend a Pre-Construction Conference at the CITY’s office following the award and execution of the construction contract.

Site visits by the CONSULTANT are to provide limited construction observation services to determine if the construction is proceeding in substantial accordance with the contract documents. The site visits include an average of two (2) per week by the CONSULTANT.

The CONSULTANT shall not be responsible for construction means, methods, techniques, sequences, procedures, or for safety precautions and programs in connection with the work and shall not be responsible for the Contractor’s failure to carry out the work in accordance with the contract documents.

Review the Contractor’s monthly interim pay requests.

Project Closeout:

1. Attend a final inspection with the CITY after the substantial completion of the project. The CITY is to prepare a list of items (“punch list”) for correction of completion by the Contractor.
2. Attend a final re-inspection with the CITY to verify that the “punch list” items have been satisfactorily completed and recommend final payment if appropriate.
3. Receive and review for completeness as-built information furnished by the Contractor and submit to the CITY a set of electronic record drawings.

V. Miscellaneous Services

- A. Meetings and Project Coordination – Attend meetings with the City Attorney and City Council, and others as requested by the CITY.

VI. Additional Services

- A. Additional Services – The performance of additional survey and engineering services not otherwise included in this Agreement will be provided as requested and authorized by the CITY.
- B. The Client will provide the following:
  1. Review and permit processing fees.
  2. Contract directly with a materials testing firm for construction phase testing.

**TABLE 1**

Distance (ft.) (Approx.)	Street	Beginning		End	
		from		to	
5,375	Main St.	from	US Hwy. 19	to	Old Main St.
2,025	Main St.	from	Sea Forest Dr.	to	Southtowne Loop (W)
360	Lincoln St.	from	Missouri Ave.	to	Montana Ave.
365	Kentucky Ave.	from	River Rd.	to	Cul-de-sac
330	Vermont Ave.	from	River Rd.	to	Cul-de-sac
400	Gulf Drive	from	West end	to	City limits (Van Doren)
200	Palmetto Rd.	from	US 19	to	End of City Maint.
450	Meadowlane St.	from	Aspen St.	to	George St.
775	Riverview Dr.	from	Grand Blvd.	to	Oak Ridge Ave.
1,400	Oak Ridge Ave.	From	Grand Blvd.	To	Louisiana Ave.
1,475	Rio Dr.	From	Lafayette St.	To	Illinois Ave.

**13,155 TOTAL (FT.)**





## Standard Hourly Rate Schedule

(Valid through December 31, 2019)

	<u>Range</u>	
<b><u>Engineers</u></b>		
Principal/Officer – Professional Engineer	\$195.00	- \$260.00
Engineering Department Manager	\$165.00	- \$200.00
Senior Professional Engineer	\$165.00	- \$200.00
Professional Engineer	\$125.00	- \$150.00
Project Engineer	\$ 85.00	- \$120.00
Engineer Intern	\$ 70.00	- \$ 95.00
Graduate Engineer	\$ 70.00	- \$ 85.00
<b><u>Technicians</u></b>		
Senior ITS Manager	\$220.00	- \$260.00
Supervisory Technician	\$ 90.00	- \$150.00
Senior Technician	\$ 70.00	- \$100.00
Design Technician	\$ 45.00	- \$ 75.00
Technician	\$ 35.00	- \$ 50.00
<b><u>GIS</u></b>		
Principal Officer – Senior Spatial Analyst	\$125.00	- \$165.00
Senior Spatial Analyst	\$115.00	- \$125.00
Spatial Analyst	\$ 75.00	- \$105.00
GIS Specialist	\$ 50.00	- \$ 70.00
<b><u>Landscape Architects</u></b>		
Principal/Officer – Professional Landscape Architect	\$135.00	- \$200.00
Landscape Architect Department Manager	\$130.00	- \$175.00
Senior Professional Landscape Architect	\$110.00	- \$140.00
Project Manager Landscape Architect	\$100.00	- \$130.00
Professional Landscape Architect	\$ 90.00	- \$115.00
Senior Landscape Designer	\$ 90.00	- \$115.00
Landscape Designer	\$ 65.00	- \$ 85.00
<b><u>Planners</u></b>		
Principal/Officer – Land Planner	\$150.00	- \$260.00
Planning Department Manager	\$100.00	- \$140.00
Senior Planner	\$100.00	- \$160.00
Planning Project Manager	\$ 70.00	- \$100.00
Professional Planner	\$ 70.00	- \$ 95.00
Senior Site Planner	\$ 70.00	- \$ 95.00
Project Planner	\$ 50.00	- \$ 75.00
Site Planner	\$ 45.00	- \$ 75.00



## Standard Hourly Rate Schedule

(Valid through December 31, 2019)

	<u>Range</u>	
<b><u>Administration</u></b>		
Programmer / Web Designer	\$100.00	- \$160.00
Executive Administrative Assistant	\$ 65.00	- \$100.00
Senior Administrative Assistant	\$ 65.00	- \$ 95.00
Administrative Assistant	\$ 60.00	- \$ 70.00
Office Assistant	\$ 35.00	- \$ 45.00
<b><u>Construction Engineering &amp; Inspection (CE&amp;I)</u></b>		
Senior Project Engineer	\$160.00	- \$265.00
Project Administrator	\$140.00	- \$210.00
Assistant Project Administrator	\$105.00	- \$150.00
Senior Inspector	\$ 85.00	- \$115.00
Inspector	\$ 70.00	- \$ 90.00
Inspector Aid	\$ 45.00	- \$ 65.00
CEI Secretary	\$ 50.00	- \$ 70.00
Contract Support Specialist	\$100.00	- \$130.00
Associate Contract Support Specialist	\$ 70.00	- \$ 90.00
Resident Compliance Specialist	\$ 60.00	- \$ 90.00

### **Reimbursable Expenses**

Reimbursable expenses include, but are not limited to:

Courier Service	Government Permitting Fees
Maps / GIS Data	Prints, Copies, Plots, Plans
Mileage, Parking, Tolls	Subconsultant Fees
Postage and Overnight Mail	Telephone/Conferencing
Travel (lodging, rental car, per diem)	Miscellaneous Services